



Ohio History Connection State
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OHIO HISTORY CONNECTION

APRIL 04 2025

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Violet Township

(Local Government Entity)

	Vanessa Niekamp	Fiscal Officer	03/19/2025
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

Violet Township

(614) 575-5556

(Local Government Entity)

(Telephone Number)

10190 Blacklick Eastern Rd.	Pickerington	43147	Fairfield
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address: niekamp@violetfo.com

I hereby certify that our records commission met in an open meeting, as required by Ohio Revised Code, §121.22, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.


 Darrin Monhollen, Chair

03/19/2025

Records Commission Chair Signature	Date
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Section C: Ohio History Connection - State Archives

	Digitally signed by Leiland Bachus Date: 2025.04.11 09:48:05 -04'00'	Electronic Records Archivist	04/11/2025
Signature		Title	Date

Section D: Auditor of State

Records Manager

Signature	Title	Date
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Township Suggested Records Retention Schedule

This schedule lists records commonly created by townships. The retention periods specified herein are either required by statute or have been determined by best practice. Local Records Commissions may edit retention periods based on the administrative, fiscal, legal, and historical value of the records.

The township should also notate the media type of the records when filling out the Records Retention Schedule (RC-2). The records can be maintained in separate formats (i.e. paper and electronic) for different amounts of time.

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a 10-year retention period also be maintained in either paper or microfilm formats.

Records may not be disposed of until all audits are released, and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed.

ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Before this records retention schedule is considered in effect for a particular township it must first be documented on a Records Retention Schedule (RC-2) and signed by a local responsible official, local records commission chair, the State Archives, and the State Auditor's Office. The RC-2 and other forms can be found at www.ohiohistory.org/lgr.

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
General Records					
GEN01	Accident Reports / Files - Report of personal or property damage involving a township vehicle or occurring on county property.	6 years	Paper		
GEN02	Activity Reports - Reports compiled to detail financial, statistical, and/or operational data.	2 years	Electronic		
GEN03	Agendas - A list of items to be discussed and/or acted upon during a meeting.	2 years	Electronic		
GEN04	Audiovisual, Public Relations & Training Materials - Materials and resources compiled or created for presentations, public relations events and/or training exercises.	Until information is superseded, obsolete, or replaced; Appraise for historical value	Paper & Electronic		✓ (Historical)

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
General Records					
GEN05	Backup Data - Computer generated backup tapes and data created, used and maintained for disaster recovery purposes.	Retain for one system backup cycle then delete, erase or destroy data	Electronic		
GEN06	Badges and IDs - Employee identification badges and keyless entry devices and related records.	Confiscate upon employment termination or when obsolete, then destroy	Electronic & Token		
GEN07	Bids (Successful) (ORC 2305.06) - Records documenting publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding information, specification sheets, bid forms and amounts, references, etc. Incorporate into contract file.	6 years after termination of contract	Paper		
GEN08	Bids (Unsuccessful) - Bids not awarded.	Two years after letting of the contract	Paper		
GEN09	Blank Forms - Obsolete, unneeded, or superseded forms stock	Until obsolete or superseded	Paper & Electronic		
GEN10	Blueprints / Vellums / Drawings / Tracings / Mylars - Maps and plans created for construction, projects, and/or events.	Until updated, superseded or obsolete; Appraise for historical value	Paper & Electronic		
GEN11	Blueprints for public buildings	Permanent	Paper & Electronic		✓
GEN12	Bulletins, Posters, And Notices To Employees - Announcements and informational notices including unsolicited announcements related to job functions.	Until no longer of administrative value	Electronic		
GEN13	Compliance Reports - Standard reports required to be filed by regulatory agencies.	5 years	Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
General Records					
GEN14	Continuing Education Certifications / Class / Seminars / Training Attendance Records - Includes professional licenses, certifications, trainings, and other documents noting advancement in education related to job position.	Place in personnel file	Electronic		
GEN15	Contracts (<u>ORC 2305.06</u>) - Legal agreements with individuals, organizations, or entities to procure goods and/or services.	6 years after termination of contract	Paper & Electronic		
GEN16	Copies Of Records - Additional copies of records or images which are no longer required and serve no useful purpose	Until no longer of administrative value	Paper & Electronic		
GEN17	Correspondence, Transient - Communications which convey information of temporary importance in lieu of oral communication, i.e. drafts, meeting notices etc. Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters.	Until no longer of administrative value; File with related records if content requires longer retention	Paper & Electronic		
GEN18	Correspondence, General - Requests for information pertaining to interpretations and other miscellaneous inquiries; informative - does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	2 years; File with related records if content requires longer retention	Paper & Electronic		
GEN19	Correspondence, Substantive - Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	5 years; File with related records if content requires longer retention; Appraise for historical value	Paper & Electronic		  (Historical)

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
General Records					
GEN20	Delivery Slips / Packing Slips - Documents received when accepting goods from a carrier or vendor.	Until no longer of administrative value	Paper		
GEN21	Directories / Lists / Rosters - Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, and schedules.	Until superseded, obsolete, or replaced	Paper & Electronic		
GEN22	Disaster Plans (Continuity of Operations Plan, Business Continuity Plan) - Documents plans and procedures to protect and reestablish township operations in the event of a disaster.	Until updated or superseded	Electronic		
	Disciplinary Hearings - A proceeding where an issue of employee discipline is heard, and evidence is presented to help determine the issue.				
GEN23	A) Audio and video recordings	1 year	Electronic		
GEN24	B) Report of proceedings	Place in personnel file	Electronic		
GEN25	C) Transcripts	5 years	Electronic		
GEN26	Drafts / Transient Records - Preliminary working documents and other documents which serve to convey information of temporary importance in lieu of oral communication.	Until no longer of administrative value	Paper & Electronic		
GEN27	Equipment Maintenance Records - Files documenting ownership, warranties, routine maintenance and repair of township owned equipment.	Life of the equipment	Paper		
GEN28	Fax A) Documentation - Fax machine generated cover sheets, confirmation notices and buffer printouts.	Until no longer of administrative value	Paper		
GEN29	Fax B) Logs - Register of fax messages sent and received	1 year	Electronic		
GEN30	Fax C) Messages - Communications sent and received using a fax machine	Treat as correspondence	Paper		
GEN31	Fee Schedules - Fees for goods or services provided by the township.	Until updated, superseded, or obsolete	Electronic		
GEN32	Fuel Usage Records - Charge slips and receipts for township vehicles. Contains date, care, amount, and cost.	3 years	Paper & Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
General Records					
GEN33	Grant Application (Not Funded)	1 year	Paper & Electronic		
GEN34	Grant Files - Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Maintain records as required by grant; if retention unspecified, five years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved	Paper & Electronic		
GEN35	Image File - Visual documentation of a person, place, or event.	Until no longer of administrative value; Appraise for historical value	Paper & Electronic		 ✓ (Historical)
GEN36	Insurance Policies (<u>ORC 2305.10</u>) - Documents listing terms and conditions between township and insurance providers.	2 years after expiration, provided all claims settled and appeals exhausted	Paper		
GEN37	Insurance Records - Fiscal and administrative records generated in the administration of insurance policies.	2 years after expiration of associated policy, provided all claims settled and appeals exhausted	Paper		
GEN38	Legal Advertisements / Notices - Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	1 year or until superseded	Electronic		
GEN39	Licenses, Permits, Certifications - Documents affirming requirements being met as prescribed by an issuing agency.	1 year after expiration	Electronic		
GEN40	Litigation Records - Records related to legal claims against an office and subsequent legal actions and court proceedings.	5 years after case is closed and appeals are exhausted	Paper & Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
General Records					
GEN41	Mailing Lists - List of individuals and addresses for mail distribution.	Until updated, superseded, or obsolete	Electronic		
GEN42	Management and Operations Reports - Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs.	5 years	Electronic		
GEN43	Manuals, Handbooks - Documents related to activities and operation of department, office, agency, etc. May include rules regarding behavior, instructions for operating equipment, policies, procedures, processes, etc.	Until superseded, obsolete, or replaced; Appraise for historical value	Paper & Electronic		 ✓ (Historical)
GEN44	Material Safety Data Sheets - Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	Until superseded	Paper		
GEN45	Meeting Notices - Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	1 year	Electronic		
GEN46	Organizational Chart (Table of Organization) - A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.	Until superseded	Electronic		
GEN47	Plats And Maps - Renderings noting locations and/or boundary lines. Contains plats of subdivisions, towns, and villages within the township showing owners, parcel numbers, streets, alleys, streams and rivers, and railroads.	Permanent	Paper & Electronic		 ✓
GEN48	Press / News Releases - Information disseminated to the public through media outlets.	Until no longer of administrative value; Appraise for historical value	Electronic		 ✓ (Historical)

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
General Records					
GEN49	Professional Association - Records Documents from associations related to an employee's job functions that enhance job performance and knowledge, inform of events, or provide general information about the association.	Until no longer of administrative value	Paper & Electronic		
GEN50	Project Plans / Drawings - Written plan or pictorial diagrams for a work related project or program.	Life of project or until obsolete; Appraise for historical or operational value	Paper & Electronic		✓ (Historical)
	Public Hearings - A proceeding where an issue of law or fact is heard, and evidence is presented to help determine the issue.				
GEN51	A) Audio and video recordings	1 year	Electronic		
GEN52	B) Report of proceedings	Permanent	Paper & Electronic		
GEN53	C) Transcripts	5 years	Paper & Electronic		
GEN54	Publications (created by the local government) - Brochures and promotional material created by township agencies to inform the public of services and functions.	Until superseded or obsolete; Retain one copy permanently	Paper & Electronic		
GEN55	Records Inventory - A detailed listing of the types, locations, dates, volumes, equipment, and usage data of public records.	Until superseded	Electronic		
GEN56	Records Requests (ORC 149.43) - Requests to inspect and review public records.	2 years	Electronic		
GEN57	Records Retention and Disposition Forms - Records, also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.	Permanent	Electronic		
GEN58	Research Records - Collected information from a variety of sources to learn about events, legislative actions, programs, or compiled for the purpose of comparing and contrasting options, equipment, and/or plans of action.	Until no longer of administrative, fiscal, or legal value	Paper & Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
General Records					
GEN59	Scrapbooks - Compilation of materials for retention of institutional memory.	Appraise for historical value	Paper		✓ (Historical)
GEN60	Service Requests - Written requests and tracking logs seeking services, assistance, etc. May include response and/or action taken.	Until no longer of administrative value	Electronic		
GEN61	Speeches / Presentations - Written and/or recorded materials distributed when speaking to a group or press conference concerning an office and/or its operations.	Until no longer of administrative value; Appraise for historical value	Electronic		✓ (Historical)
GEN62	Statements of Qualifications (<u>ORC 153.66</u>) - Submitted and regularly updated by professional design firms wishing to provide professional design services.	2 years	Paper & Electronic		
GEN63	Surveillance Tapes / Videos - Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes.	Use for one cycle then reuse provided no action pending	Electronic		
GEN64	Surveys & Questionnaires - Records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made.	Until no longer of administrative value	Electronic		
GEN65	Telephone Bills and Logs - Records related to tracking incoming and outgoing calls, including telephone logs, charges and bills.	2 fiscal years, provided audited	Paper		
GEN66	Telephone Messages - Messages for recipients received via telephone.	Until no longer of administrative value	Paper & Electronic		
GEN67	Training Files - Documentation of employee training.	Until no longer of administrative value	Paper & Electronic		
GEN68	Travel Requests / Expense Reports - Requests for reimbursement for employee(s) travel.	3 years	Paper		
GEN69	Uniform Record - Records tracking the management of uniforms provided by the township.	3 years	Paper		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
General Records					
GEN70	Vehicle Maintenance Records - Records noting repairs to and routine maintenance of township-owned vehicles.	Until vehicle sold or disposed of	Paper		
GEN71	Vehicle Mileage Records - Log of mileage and expenses incurred in township-owned vehicles.	Until vehicle sold or disposed of	Paper & Electronic		
GEN72	Visitors' Log or Sign-In Sheets - Registers or logs used to track visitors visiting an office.	1 year	Electronic		
GEN73	Work Orders - Requests asking for maintenance, assistance and/or services.	1 year	Electronic		
GEN74	Work Schedules - Schedules noting working hours for employees.	Until no longer of administrative value	Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Township Fiscal Officer					
FIS01	Amended Official Certificates of Estimated Resources - From County Auditor of township for yearly budget.	5 years	Paper & Electronic		
FIS02	Annual Budget Resolutions (July document and December amendments) - Annual fiscal allocation to offices and departments. July document and December amendments.	Incorporate into Minutes; retain copies 5 years	Paper & Electronic		
FIS03	Annual Inventory (<u>ORC 505.04</u>) - Annual inventory of township equipment and supplies.	3 years	Electronic		
FIS04	Annual Financial Reports - Financial reports summarizing detailed accounting of receipts and expenditures for Township and report prepared and sent to Auditor of State.	Permanent	Electronic		✓
FIS05	Annual Reports - Report containing substantive information of operations, policies, procedures, and planning.	Permanent	Electronic		✓
FIS06	Appropriations Ledgers (Receipts and Expenditures Records) - Contains who the funds are for, for what purpose, when available, year available, amount, and from where funds came.	5 fiscal years, provided audited	Electronic		
FIS07	Audit Reports (Federal, State & Internal) (<u>ORC 117.26</u>) - Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally.	10 years	Paper & Electronic		
FIS08	Bond Register - Register of all bonds issued and redeemed.	7 years after final maturity of notes or bonds	Paper & Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Township Fiscal Officer					
FIS09	Bonds, Officials (Record Of Officials' Oaths And Bonds; Certificates Of Oaths; Notices To Officers Elected Or Appointed) (<u>ORC 503.25</u> , <u>ORC 507.04</u> , <u>ORC 507.05</u> , <u>ORC 507.08</u>) - Arranged by official's title and therein chronologically. Contains a record of surety bonds filed by township officials to help ensure responsible execution of job duties and oath of office, given and sworn to by elected official upon taking office, includes township rosters, notices of appointment and certificates of election.	10 years after termination of office or employee; Appraise for historical value	Electronic		✓ (Historical)
FIS10	Bond Records - Contains records of long- term, interest-bearing debt instruments issued to provide for a particular financial need.	IRS rule 5.70. Retain for three years after the last bond has been retired, or, if applicable, until three years after the last bond of the refunding Issue has been retired	Paper & Electronic		
FIS11	Budget Preparation Documents (Working Papers) - Preparation documents used to create annual budgets.	2 years	Electronic		
FIS12	Certificates Of Total Amount From Sources Available For Expenditures And Balances - Shows beginning balance and monies expected for the year.	3 years, provided audited	Paper		
FIS13	Certifications Of Publishing Legal Notices - Shows when published, who published, for what reason, length of run, and charge.	2 years	Electronic		
FIS14	Construction Files - Arranged chronologically. Contains records relating to building or road constructions, improvements, bids, specifications, inventories, and contracts.	15 years after construction is complete	Paper & Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Township Fiscal Officer					
FIS15	Employment Reports (Ohio Bureau of Employment Reports) - Quarterly payroll reports.	2 years	Electronic		
FIS16	Equipment Missed, Damaged, Destroyed - Contains description of equipment, facts of incident, and date.	2 years	Electronic		
FIS17	Fence Dispute Forms (Line Fence Dispute Forms) - Forms filed with trustees to settle building of fences.	5 years after settlement	Paper & Electronic		
FIS18	Fence Partition Records - Arranged chronologically. Contains description of property, names of owners, and date.	Permanent	Paper & Electronic		✓
FIS19	Fence Proceedings - Arranged chronologically. Contains complaints over fences, border repairs, and other minutes.	Permanent	Paper & Electronic		✓
FIS20	Financial Records - Records pertaining to financial transactions including accounts receivable and accounts payable; bank statements; pay-ins to treasury; purchase orders; requisitions; invoices; warrants / billbacks; bill schedules (listings of warrants to be paid); detail reports (checks written during month, current line item balances); cash and account books; receipts; canceled checks; vouchers; appropriation adjustments; transfers; encumbered and unencumbered amounts; and remaining balances; monthly expenditures statements; petty cash; etc.	3 years provided audited	Paper & Electronic		
FIS21	Income Tax Returns	6 fiscal years	Paper & Electronic		
FIS22	Leases - Agreements between vendors and township to allow use of equipment and/or real estate property.	5 years after expiration, provided audited	Paper		
FIS23	Levy Files - Records related to the imposition of a tax assessed property for a specific township service, operation and/or function.	Life of levy plus 1 year	Paper		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Township Fiscal Officer					
FIS24	Maintenance Needs - Studies Arranged chronologically. Contains equipment type, percent expected, annual depreciation, and replacement needs.	5 years after end of fiscal year	Electronic		
	Minutes (<u>ORC 507.04, ORC 121.22</u>) - Includes proceedings, of township trustees, emergency fund, and commissions. Also includes election data, bonds, settlements, accounts, and other matters pertaining to the township's jurisdiction. 19th century records may contain Poor Records, Marks and Brands, Estray Records, Chattel Mortgages and Deeds, and other information not listed in separate volumes or files.				
FIS25	A) Official Copy	Permanent	Paper & Electronic		✓
FIS26	B) Audio and video recordings	Incorporate into official Minutes, then retain 1 year	Electronic		
FIS27	Oaths of Office Of Elected Officials - Oaths of office given and sworn to by elected official upon taking office.	10 years after leaving office	Paper		
FIS28	Officials' Bonds - Surety bond filed by township officials to help ensure responsible execution of job duties.	10 years after expiration	Paper		
FIS29	Personnel Payroll Files (Individuals' Annual Records) - Contains information about township employees' pay, vacation, sick time, comp time, application, and personal history throughout the duration of an individual's employment.	60 years	Electronic		
FIS30	Payroll Records (Biweekly Records) - Contains all payroll information, sick days, vacation, injury, social security number and dates.	5 years, provided audited	Electronic		
FIS31	Public Employees Retirement System Reports (PERS) Monthly Reports - Records of amounts deducted from employees' salaries for Public Employee Retirement (PERS) pension.	75 years after separation	Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Township Fiscal Officer					
FIS32	Records of Marks And Brands (<u>ORC 507.05</u>) - Arranged chronologically by filing. Contains a record of earmarks and brands used by farmers showing name and address of owner, description of brand or earmark used, type of livestock, and date filed.	Permanent	Paper		✓
FIS33	Resolutions - Written motions officially documenting policy development and decisions. Contains resolution number, reason for resolution, date passed, description of action, person introducing resolution, reference to date proposed, and action by board.	Permanent	Paper & Electronic		✓
FIS34	Semi-Annual Apportionments of Taxes - Disbursement of tax receipts received in the semi- annual tax settlement disbursed throughout township funds.	5 years	Paper & Electronic		
FIS35	Specifications Books - References the specifications that are included with a bid request and the specifications returned by potential bidders.	Incorporate 1 copy with Contracts	Paper		
FIS36	Statements of Account for Per Diem and Services (<u>ORC 505.24</u>) - Contains overview of work performed by trustee(s) and the fund to which pay would be allocated.	3 fiscal years, provided audited	Paper		
FIS37	Subdivision Records - Records related to the division of property into small divisions including engineering and construction plans and plats, final approved plans, final approved "as-built" plans and record plats.	Permanent	Paper & Electronic		✓
FIS38	Tax Settlements - Semi-annual apportionment of taxes from County Auditor.	5 years	Paper		
FIS39	Time Sheets - Contains data concerning time, dates, and running totals of time available.	3 years, provided audited	Electronic		
FIS40	Total Wage and Salaries Reports - Office copy; Reports sent to County Auditor.	5 years	Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Township Fiscal Officer					
FIS41	Vehicle Maintenance Reports - Lists vehicle, type of repair, date done, mileage of vehicle, dates of oil changes, name of person doing repair, etc.	Life of vehicle	Paper		
FIS42	IRS W-2 Forms - Statement of earnings and taxes withheld, including federal, state and local income taxes and FICA taxes, during a given tax year, prepared by the employer and provided to each employee.	6 years	Paper & Electronic		
FIS43	IRS W-4 Forms - Form to document amount to withhold for federal income tax from pay.	Until superseded or employee terminates	Paper & Electronic		
FIS44	IRS W-9 Forms - Form to request taxpayer identification number and certification to properly establish vendors.	Until superseded or abolished	Paper & Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Human Resources					
HUM01	Accident Reports - Used to report employee accidents. Records may include accident reports, occupational injury report and investigation, and employee identification and physical assessment form.	6 years	Electronic		
HUM02	Applications For Employment (<u>29 CFR 1602.14</u> , <u>29 CFR 1627.3</u>) - Employment application process records. Can include recruitment files and notes, interview questions, testing results and background checks.	Retain with Personnel Record if applicant employed; others destroy after 2 years	Electronic		
HUM03	Claims and Litigation Files - Individual investigative/hearing files on internal and external claims with the Ohio Civil Rights Commission (OCRC), Equal Employment Opportunity Commission (EEOC) and Worker's Compensation.	5 years after case is closed and claims exhausted	Paper & Electronic		
HUM04	Classification Files (<u>29 CFR 1602.14</u> ; <u>29 CFR 1627.3</u>) - Records evaluating the duties, responsibilities tasks and authority level of a job. Used to determine pay or salary.	2 years	Electronic		
HUM05	Collective Bargaining Agreement Contracts (<u>ORC 2305.06</u>) - Agreements and contracts resulting from negotiations with employee bargaining units.	8 years after superseded	Electronic		
HUM06	Collective Bargaining Agreement - Negotiation Files Records concerning the negotiations of various union contracts.	Until no longer of administrative value	Electronic		
HUM07	EEO Data Sheets - Data mandated by federal government for the purpose of tracking Equal Employment Opportunity statistics.	3 years	Electronic		
HUM08	EEO-4 Report (<u>29 CFR 1602.30</u> , <u>29 CFR 1602.31</u>) - Periodic report required by the federal government that indicates the position of the township workforce by sex and race/ethnicity.	3 years	Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Human Resources					
HUM09	Employee Assistance Program - Records related to employees sent to participate in an employee assistance program (EAP), which seeks to address unacceptable job performance or conduct. Can include formal referrals, updates, status reports, appointments, recommendations and completion records.	6 years	Electronic		
HUM10	Employee Benefits Records (<u>29 USC 1027</u>) - Documentation of benefits, insurance and dependents selected by each township employee. Can also include COBRA, transportation reimbursement, tuition reimbursement, etc.	6 years	Electronic		
HUM11	Employee Time Records (Accruals) - Tracks vacation, sick, and compensatory time used by employees. Final accrual report kept in permanent personnel file.	3 years	Electronic		
HUM12	Ethics Forms - Disclosures, verification of licenses, registrations or certification or financial disclosures required for employment.	3 years	Paper & Electronic		
HUM13	FMLA (<u>29 CFR 825.500</u>) - Disclosure and correspondence to employees utilizing leave under FMLA	3 years	Paper & Electronic		
HUM14	Grievances - Formal complaints and responses regarding work, conduct, interpersonal relations, or disciplinary actions towards an employee or the employer (Union & Non-Union).	3 years after union contract expires or resolution or final response	Paper		
HUM15	Health & Wellness Records - Comprehensive health program designed to maintain a high level of employee well-being. Includes program activity details and employee participation.	2 years	Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Human Resources					
HUM16	Immigration Forms & I-9s (<u>8 CFR 274a.2</u>) - Form I-9 "Employment and Eligibility Verification" for all newly hired employees to verify their identity and authorization to work in the United States, per Dept. of Homeland Security regulation.	3 years after date of hire or one year after termination whichever is later	Electronic		
HUM17	Intern Files - Records of students who served paid internships.	Retain portions used to verify employment, retirement, or OPERS contributions until 75 years after separation. Purge all other records 6 years after separation	Electronic		
HUM18	Job Descriptions - Descriptions of employee positions and job classes. May also include supporting documentation and Fair Labor Standards Act (FLSA) test files.	Until revised, superseded or obsolete	Electronic		
HUM19	Job Postings (<u>29 CFR 1602.14</u> , <u>29 CFR 1627.3</u>) - Records created during recruitment process. May contain employment applications, resumes, background checks of applicants not hired or interview notes.	2 years	Electronic		
HUM20	Layoff Records/Employee Retention Points (<u>ORC 124.321 to 124.328</u> and <u>OAC 124-7-01</u> and <u>OAC 123:1-41</u>) - Documents required by the DAS rules in ranking of employee to determine potential layoffs and displacement rights into other positions	6 years	Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Human Resources					
HUM21	Personnel Files - Short-Term Retention - File maintained for each employee which may include, but is not limited to, items such as application/resume, new hire documentation, position descriptions, personnel actions, training records, emergency contact information, letters of commendation, policy and procedure acknowledgements, performance evaluations, disciplinary documents and separation records.	Purge and destroy 6 years after employment termination	Paper & Electronic		
HUM22	Personnel Files- Long-Term Retention - Portion of file maintained for each employee which can be used to verify employment, retirement, or OPERS contributions. Records may include, but are not limited to, service time, salary history, leaves balances, taxes paid, resignation or retirement letter, retirement information, and waivers.	75 years after employment termination	Electronic		
HUM23	Personnel Files - Discipline - Records documenting investigations of personnel for violations of laws, rules and/or policies that result in the issuance of an oral or written reprimand, suspension, demotion, involuntary leave of absence, removal from position, resignation in lieu of termination, last chance agreements and/or termination.	6 years after termination of employment or case closed, whichever is later	Electronic		
HUM24	Personnel Files - Medical (<u>29 CFR 825.500, 29 USC 1027</u>) - Medical related documentation of service throughout the duration of an individual's employment. (<u><i>This does not include employees of the Fire Department per ORC 742.38, see Sch# FIR19.</i></u>)	6 years after termination	Electronic		
HUM25	Tuition Reimbursement - Files Acknowledgement of tuition reimbursement policy, request to participate in program, and documentation of courses completed or cancelled.	3 years	Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Human Resources					
HUM26	Unemployment Files - Individual files on each unemployment claim filed, copies; Originals kept by State of Ohio.	3 years after closed	Electronic		
HUM27	Volunteer Files - Records of those who worked as volunteers or who served as unpaid interns. Can include applications, waiver forms or background checks.	3 years after termination of service	Paper		
HUM28	Worker's Compensation (<u>ORC 4123</u>) - Files covering claims made by employee(s) for Worker's Compensation benefits. Includes claim, investigation, hearings, results, requirements, terms, conditions, etc.	10 years after final payment	Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Cemetery Records					
CEM01	Burial Permits (Burial Transit Permits) (<u>ORC 3705.17</u>) - Consents authorizing the burial of a decedent in the township owned cemetery. Contains decedent, location, date, permit number, and authorizing signatures.	5 years	Paper & Electronic		
CEM02	Burial Records (Cemetery Records; Interment Records) (<u>ORC 3705.17</u>) - Contains a record of burials in the township cemetery showing name of decedent, place of birth, last residence, age at death, sex, date of death, cause of death, date of interment, lot number, location, box or vault, cost of digging, name of undertaker, address, and remarks.	Permanent	Paper & Electronic		✓
CEM03	Cemetery Account Records (Investments Of Cemetery Funds) Funds for the care of the cemetery including record of investments and receipts and disbursements.	10 years after last entry, provided audited	Paper & Electronic		
CEM04	Cemetery Deed Records/Cemetery Lot Sales Records (<u>ORC 517.07</u>) - Includes lot number, section, parties, amount, lot description, witnesses, dates, cemetery blueprints, deeds to township property, and mausoleum descriptions.	Permanent	Paper & Electronic		✓
CEM05	Cemetery Plats (<u>ORC 517.06</u>) - Contains plat of township cemetery showing roads and pathways, with lots separately defined and numbered consecutively.	Permanent	Paper & Electronic		✓
CEM06	Crypt Records (Mausoleum Records; See Cemetery Records) - Arranged chronologically. Contains owners' names at mausoleum, mapping, and statistics.	Permanent	Paper & Electronic		✓

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Fire Department					
FIR01	Alarm Response, Fire, Fire Run, and Emergency Medical Services (EMS), Medic, and Incident Reports - Records documenting information on runs and action taken, equipment dispatched, time, date, type of run, location, time return, and address of run. May also include patient information, disposition, injury squad sent, and officer in charge. Arranged by type of report and chronologically.	5 years, provided no action pending	Paper & Electronic		
FIR02	Apparatus Check List - Contains name of item, condition of item, location, and when last inspected.	Life of equipment	Paper & Electronic		
FIR03	Civilian Casualty Reports - Contains name, address, date, degree of injury, disposition, and officer in charge.	Permanent	Paper & Electronic		✓
FIR04	Complaint Files Records documenting citizen complaints to the fire department and any action taken.	2 years	Paper & Electronic		
FIR05	Emergency Medical Services (EMS) Billing - Documents related to the receipt of money for emergency medical services (EMS) provided by the fire division and forwarded to the emergency medical service provider for processing.	3 years, provided audited	Paper & Electronic		
FIR06	Emergency Scene Video - Recordings Footage documenting daily actions of fire and rescue personnel for performance and fire investigation purposes.	90 days, provided no action pending	Electronic		
FIR07	Environmental Protection Agency - Burning Violation Records	5 years after violation corrected	Paper & Electronic		
FIR08	Fire Code (Copies) - Department copies of Ohio Fire Code.	Until superseded	Paper & Electronic		
FIR09	Fire Inspection Reports - Contains address, date, inspector, violations, findings, and suggestions.	Life of structure	Paper & Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Fire Department					
FIR10	Fire Investigation Files (No Arson or Death) - Records documenting investigations conducted by the fire division into the fire cause determination, including, but not limited to correspondence, fire reports, laboratory reports, photographs, video recordings, and witness statements.	50 years; Appraise for historic value	Paper & Electronic		
FIR11	Fire Investigation Files (Involving Arson or Death) - Records documenting investigations conducted into the fire cause determination that are found to be of a criminal nature or where a death occurred. Records include, but are not limited to correspondence, fire reports, laboratory reports, photographs, video recordings, and witness statements. Contains date of fire, address, investigation, and personnel involved.	Permanent	Paper & Electronic		✓
FIR12	Firework Permits - Records include permit, insurance application, MSDS, safety checklist, description of display, investigation paperwork, and payroll records for coverage of fireworks.	1 year after expiration	Paper & Electronic		
FIR13	Fire Prevention Permits and Application - Lists applicant, date issued, date applied, permit number, type of business, storage used, and applicants' signature.	Permanent or until razed	Paper & Electronic		
FIR14	Hydrant Location Records	Permanent	GIS & Electronic		✓
FIR15	Hydrant Maintenance and Inspection Records - Records document locations, specifications, maintenance, testing, and repair of water hydrants.	3 years	N/A		
FIR16	Insurance Claim Files	10 years after final settlement	Paper & Electronic		
FIR17	Dispatch Recordings - Records document communications made through dispatch. Recordings of major events may be pulled from the rotation and used for litigation, training, or other purposes.	90 days, provided no action pending	Electronic w/MECC		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Fire Department					
FIR18	Violation Notices - Contains address, date, owner, violation, time allowed to correct, re-inspection date, and inspector.	1 year after violation corrected	Paper & Electronic		
FIR19	Personnel Files of the Fire Department Medical (ORC 742.38) - Medical related documentation of service throughout the duration of an individual's employment.	15 years after termination	Paper & Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Road Department					
ROA01	Blacktopping and Resurfacing Records - Contains name of street or road, date done, who did work, what was done, completion day, cost, what materials were used, and projected redo date.	Permanent	Paper & Electronic		✓
ROA02	Property Deeds/Easements - Instruments of the purchasing and selling of parcels of land and right-of-ways owned by the township.	Permanent	Paper & Electronic		✓
ROA03	Insect Control Records - Contains days of spray, area done, when to re-spray, what chemicals used, time, date, and operator.	2 years	Paper & Electronic		
ROA04	Job Orders Contains date work requested, address of job, employees sent, work done, completion date, follow up comments, and time spent on job	3 years after completed	Paper & Electronic		
ROA05	Notices to Destroy Weeds Arranged chronologically. Contains date, date notified, date to destroy and what to destroy (such as Canadian Thistles), and where. Also contains property of owner and address.	Until no longer of administrative value. Appraise for historical value	Paper & Electronic		
ROA06	Road Fund Records (Expenses of Township Road and Bridge Repairs; Delinquent Road Fund Journal <u>ORC 507.04</u> , <u>ORC 5543.05</u>) - Arranged chronologically by date of entry. Contains date, township funds and orders issued, to whom paid, and amount paid.	10 years after last entry, provided audited	Paper & Electronic		
ROA07	Road Improvements Records (<u>ORC 5575.09</u>) - Arranged chronologically by date of meeting. Contains a record of proceedings for the construction, reconstruction, resurfacing, or improvement of public roads, and date; accounts of receipts and expenditures including date, items of receipts, and amount.	Permanent	Paper & Electronic		✓
ROA08	Road Mileage/Log Reports - Yearly check of miles of roads in township.	Permanent	Paper & Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Road Department					
ROA09	Road Records (<u>ORC 507.05</u> , <u>ORC 5575.09</u>) - Contains information regarding the establishment, alteration, or vacation of public roads showing name, date, petition filed, petitioners, record of hearings on the petitions, surveys and reports, record of lands to be appropriated for the improvement showing owner, acres owned, quantity of land to be appropriated, and resolutions granting or rejecting the petition. May also include plats and maps, accounts, and names of citizens who worked on roads.	Permanent	Paper & Electronic		✓
ROA10	Road Tax Records (Road Tax Duplicates; Supervisors' Abstracts of Tax Duplicates and Yearly Reports and Accounts) - Arranged alphabetically by name of landowner. Contains assessments on real estate showing names of owners, location, description, acres, value, and tax information.	Permanent	Paper & Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Zoning Department					
ZON01	Board of Zoning Appeals Case Files (Appeals, Conditional Uses, Special Exceptions & Variances <u>ORC 519.15</u>) - Arranged by address. Contains name of applicant, mailing address, home and business phone numbers; location description including subdivision name, section, township, range, block and lot number; existing use; present zoning status, description of conditional use; supporting information such as plans for proposed use and narrative statement relative to above requirements; date and name of applicant; date filed, date of notice to parties in interest, date of notice to newspapers, and date of public hearing; fee paid, decision of Board of Zoning Appeals; if approved, conditions and safeguards prescribed; and whether denied and reason.	Permanent	Paper & Electronic		✓
ZON02	Board of Zoning Appeals Minutes and Agendas (<u>ORC 519.15</u>) – Arranged chronologically by date of proceeding.	Permanent	Paper & Electronic		✓
ZON03	Certificates and Plans (Certificates of Zoning Approval) - Arranged numerically and/or chronologically. Contains number and date of certificate, to whom approval is granted and address, description of property, property owner, address, legal description of property, zoning fee, and date.	Permanent	Paper & Electronic		✓
ZON04	Complaint Forms - Arranged by address. Contains name of complainant, date, by whom referred, address, name of offender and address, location and nature of violation, investigation and remarks, date, name of investigator, reference code, disposition and date, re-inspection information, condition found, and recommendations.	5 years, provided no action pending	Paper & Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Zoning Department					
ZON05	Legal Opinions - Arranged by date and topic. Written opinions from contracted legal counsel or County Prosecutor regarding zoning related topics and enforcement for general inquiries or site specific inquiries. Includes nature of the request for opinion, location of the request (if applicable) legal counsel's response, Ohio Revised Code references or zoning resolution references, course of action to be taken.	Permanent	Paper & Electronic		✓
ZON06	Nuisance Abatement Records (Active and Inactive) - Arranged by address. Contains address, name of offender and address, location and nature of violation, date issued, investigation remarks, date and name of investigator, reference code, disposition and date, re-inspection information, condition found and recommendations, timeframe for correction and penalties. Also includes notifications to offender, lien holders and Board of Trustees Resolution declaring the nuisance and request for County Tax or Auditor's Department to assess the property.	Permanent	Paper & Electronic		
ZON07	Permit Applications - Buildings or Fences (Applications for Zoning Approval) - Estimated value, legal description, property owner and address, contractor and address, dimensions and kind of lot, proposed use of land, building dimensions and construction, proposed use of building, type of sewage disposal, yard dimensions, signature, and date. Also includes date received, fee paid, certificate issued, number, and whether application denied and reason.	1 year after final decision rendered	Paper & Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Zoning Department					
ZON08	Permit Applications - Ponds (Applications for Zoning Approval) - Arranged numerically and/or chronologically. Contains estimated value, legal description, property owner and address, contractor and address, dimensions and kind of lot, proposed use of land, and proposed use of pond with the pond's size, shape, depth, and plans. Also includes date received, fee paid, certificate issued, number, and whether applications denied and reason.	1 year after final decision rendered	Paper & Electronic		
ZON09	Permit Applications - Signs or Billboards (Applications For Permits to Erect or Place in Use Sign or Billboard) - Arranged by address. Contains zoning approval date and use zone, issue date, certificate number, and estimated value; name of owner of sign, number and street, which side of street, between which streets, and name of sign company; type of sign and classification; plot plans and sketch of sign; construction and dimensions of sign, rate and fees, receipt number, height above grade, projection from building, whether an electric sign, and by whom submitted.	1 year after final decision rendered	Paper & Electronic		
ZON10	Permit Records - Arranged numerically and/or chronologically. Contains estimated value, legal description, property owner and address, contractor and address, dimensions and kind of lot, proposed use of land and building, building dimensions and construction, yard dimensions, setbacks, lot coverage, signature and date. Also includes date received, fee paid, certificate issued, to whom and what approval is granted, number and whether application denied and reason.	Permanent	Paper & Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Zoning Department					
ZON11	Plans (Studies) - Long-term studies prepared and adopted by the Trustees for the purpose of guiding future development in the township.	Permanent	Paper & Electronic		
ZON12	Zoning Commission Case Files- Map Amendments (Re- zonings/Change Requests) & Text Amendments - Arranged by address. Contains name or applicant and/or representing agent, mailing address, property address, home and/or business telephone numbers; location description, subdivision name, lot number, legal description, zoning district, change in classification requested, plans showing dimensions and shape of lot. dimensions and shape of requested area to be rezoned, existing and proposed use(s); description of text to be changed; fee paid date of notice sent to interested parties, newspapers and date of hearing, decision of the Regional Planning Commission, Zoning Commission and Board of Trustees; conditions and safeguards prescribed; whether denied and reasons.	Permanent	Paper & Electronic		✓
ZON13	Zoning Maps and Resolutions - Arranged chronologically by date of updates.	Permanent	Paper & Electronic		✓
ZON14	Zoning Verification Letters - Arranged by date and topic. Written opinions from Zoning Inspector regarding zoning related topics, interpretation of the zoning resolution, verification of zoning classifications and use of properly, enforcement, general inquiries or site specific inquiries. Includes nature of the request for opinion, location of the request, Zoning Inspector's response, Ohio Revised Code references or zoning resolution references.	Permanent	Paper & Electronic		

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Obsolete Records					
OBS01	Animal Bounties (Chicken Hawk, Ground Hog, Sparrow, Wolf, and Panther Bounties) - Arranged by number. Receipts for payment of bounties. Show name and address of applicant, date filed, and amount due.	Until audited; Appraise for historical value	Paper		<input checked="" type="checkbox"/> (Historical)
OBS02	Animal Claims (<u>ORC 955.51</u>) - Arranged by date of filing. Contains original claims filed for compensation for animals killed and injured by predators, showing date filed with trustees, number, breed, and value per head, total value of animals killed and injured, and amount of claim.	3 years, provided audited	Paper		<input type="checkbox"/>
OBS03	Animal Control Records	2 years	Paper		<input type="checkbox"/>
OBS04	Annual Financial Reports (Proceedings)	Incorporate into Minutes	Paper		<input type="checkbox"/>
OBS05	Assessors' Records of Fruit Growers - Arranged chronologically. Contains name, address, owner or agent; number of peach trees, plum trees, cherry trees, prune trees, apricot trees, and almond trees.	Appraise for historical value	Paper		<input checked="" type="checkbox"/> (Historical)
OBS06	Bicycle License Receipts	3 years, provided audited	Paper	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C	
OBS07	Bicycle License Registers	7 years after last entry	Paper		
OBS08	Bicycle Theft Logs	3 years	Paper		
OBS09	Chattel Mortgage Indexes - Arranged alphabetically by name of mortgagor/mortgagee. Contains mortgagor/mortgagee, number, date of mortgage, date of filing, amount secured, date of re-filing, and date of cancellation.	Obsolete; Appraise for historical value	Paper		<input checked="" type="checkbox"/> (Historical)
OBS10	Chattel Mortgage Records - Arranged chronologically by date of entry. Abstract after narrative arranged alphabetically by last name and includes grantee, grantor, date of mortgage, date of filing, amount, and remarks. May also include full name and address of debtor and secured party, description of chattel (usually household or farm goods).	Obsolete; Appraise for historical value	Paper		<input checked="" type="checkbox"/> (Historical)

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Obsolete Records					
OBS11	Civil Defense Records	Until no longer of administrative value	Paper		
OBS12	Dragging Records (Road Dragging Records) - Arranged by dragging district number. Contains name of person who dragged, date notified, date dragged, date of return card, amount charged, and amount allowed.	Obsolete; Appraise for historical value	Paper		 ✓ (Historical)
OBS13	Ditch Records (Applications, Journals, Plats and Profiles) - Arranged chronologically by date of meeting. Includes a record of proceedings relative to the establishment and construction of township and joint township ditches, including copies of petitions for establishing ditches, petitioners' property boundaries, notices of hearings, reports of viewers, trustees' findings and orders, engineer's reports of surveys and construction cost estimates, and plan of each ditch showing date of entry, name and number of ditches, and date construction completed.	Permanent	Paper		 ✓ (Historical)
OBS14	Federal Revenue Sharing Records	Obsolete; Destroy if no longer of any administrative value	Paper		
OBS15	Hunting And Fishing License Records Arranged alphabetically, therein chronologically by license issued. Contains license number, date of issue, name, age, occupation, residence, nativity, physical description of applicant, and fee paid.	Until expired; Appraise for historical value	Paper		 ✓ (Historical)
OBS16	Indenture and Apprenticeship Record - Arranged chronologically. Contains name and age of indenture or apprenticeship, type and length of service, master, duties and responsibilities of both parties, and date approved.	Obsolete; Appraise for historical value	Paper		 ✓ (Historical)

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Obsolete Records					
OBS17	Justice of the Peace Case Files - Arranged numerically by case. Contains original papers in civil and criminal proceedings including complaint, plea, justice's notes, related correspondence, decision, cost bill, subpoenas, and warrants.	Obsolete; Appraise for historical value	Paper		✓ (Historical)
OBS18	Justice of the Peace Cash Books - Arranged chronologically by date of entry.	Obsolete; Appraise for historical value	Paper		✓ (Historical)
OBS19	Justice of the Peace Civil Dockets - Arranged numerically by case. Collects in one section a summary of proceedings in civil actions showing case number, plaintiff, defendant, reason for hearing, final disposition, and costs.	Obsolete; Appraise for historical value	Paper		✓ (Historical)
OBS20	Justice of the Peace Criminal Dockets - Arranged numerically by case. Collects in one section a summary of proceedings in criminal actions showing case number, defendant, charges, complainant, final disposition, and costs.	Obsolete. Appraise for historical value	Paper		✓ (Historical)
OBS21	Liquor Blacklists (Notices to Liquor Dealers) - Arranged chronologically. Notices to tavern owners and liquor establishments not to sell liquor to individuals.	Obsolete; Appraise for historical value	Paper		✓ (Historical)
OBS22	Marriage Certificates, Licenses, and Record	Obsolete; Appraise for historical value	Paper		✓ (Historical)
OBS23	Military Volunteer Records - Arranged chronologically. Contains names, company, regiment, and marital status.	Obsolete. Appraise for historical value	Paper		✓ (Historical)
OBS24	Ministerial Land Records	Appraise for historical value	Paper		✓ (Historical)
OBS25	Poll Books and Tally Sheets - Poll Books arranged alphabetically by elector showing date of election, precinct, ward, and names and addresses of electors. Tally Sheets arranged by offices, therein alphabetically by candidate, showing votes cast for each candidate, proposal, or amendment.	Appraise for historical value	Paper		✓ (Historical)

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Obsolete Records					
OBS26	Poor Record and Account Books - Arranged chronologically by date of case. Contains case description, date, items of expense, amount, date of trustee's services, name of trustee, and whatservice rendered.	Obsolete; Appraise for historical value	Paper		 (Historical)
OBS27	Poor Relief Records (Certificates For Relief; Infirmary Certificates) - Arranged chronologically by date of certificate. Includes name, case, date, items of expense, amount, date of trustees' services, what services rendered, and may contain other data on the individual seeking relief.	Appraise for historical value	Paper		 (Historical)
OBS28	Records Of Estray (Stray Animal Records) - Arranged chronologically by report. Contains copies of notices filed by persons having possession of stray domestic animals, showing date reported, description of stray, name and addresses of person holding the stray, justice of the peace's appraisal, and date claimed or sold at auction.	Obsolete; Appraise for historical value	Paper		 (Historical)
OBS29	Registry of Legal Voters Shows full name, address, and party of all registered voters.	Appraise for historical value	Paper		 (Historical)
OBS30	Soldiers Relief Records (Military Relief Records) - In 1886 the Ohio General Assembly created the Soldiers Relief Commission in each county to provide for the relief of indigent Union servicemen and the indigent wives and children of deceased veterans. Prior to this commission, township trustees and city councils reviewed relief applications and certified them for relief payments. Records arranged alphabetically, therein by date of application. Shows date, receipts and disbursements, those entitled to relief, name, address, amount per month, to whom to be paid, monthly payment, changes in allotment, and date assistance terminated.	Obsolete; Appraise for historical value	Paper		 (Historical)

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	LGRP ONLY RC-3 Required
Obsolete Records					
OBS31	Statements of Births and Deaths - Arranged chronologically. Births show the name, birth date, place of birth, sex, color, and residence. Deaths show the name, sex, death date, condition, age, place of death, place of birth, occupation, parents, color, disease or cause of death, and previous residence.	Appraise for historical value	Paper		 (Historical)

VIOLET TOWNSHIP BOARD OF TRUSTEES
FAIRFIELD COUNTY, OHIO

RESOLUTION NO. 2025-0319-05
Adopt Record Retention Schedule

Whereas, the Board of Trustees of Violet Township is obligated to approve a Record Retention Schedule; and

Whereas, the Ohio History Connection updated its recommendations for township record retention schedules in May 2024; and

Whereas, the Township Record Retention Committee convened on February 18, 2025, to review and consider the recommendations provided by the State of Ohio; and

Now, therefore, be it resolved by the Board of Trustees of Violet Township, Fairfield County, Ohio, with the concurrence of at least two-thirds of all members:

The attached 2025 Record Retention Schedule is hereby adopted.

Motion for adoption made by Trustee: Dunlap

Seconded by Trustee: Sanders, this 19th day of March in the year 2025.

Roll call vote:

YES: 3 NO: 0 ABSTENTIONS: 0

Violet Township Board of Trustees,

Terry J. Dunlap, Sr.
Terry J. Dunlap, Sr., Trustee

Darrin Monhollen
Darrin Monhollen, Trustee

Lori Sanders
Lori Sanders, Trustee

This Resolution represents a complete and accurate statement as to the actions taken by the Board of Trustees.

Attest: Vanessa Niekamp
Vanessa Niekamp, Fiscal Officer